

## Productive Laboratory (PL) Training

As of January 2011, Productive Lab (PL) Training was approved as a training delivery method. ETP's Regulation (CCR, T.22: 4400 (y)(2)) defines 'Laboratory Training' as hands-on instruction or skill acquisition under the constant and direct guidance of a qualified trainer. Laboratory training may require the use of specialized equipment or facilities. Laboratory training may be conducted in a simulated work setting or at a productive work setting.

- A) "Simulated Laboratory training" is reimbursable at the class/lab rate.
- B) "Productive Laboratory training" is also reimbursable at the class/lab rate but only as approved by the Panel on a case-by-case basis, for good cause shown.

Written justifications are required for all PL requests during project development or the revision process. Justifications must explain why class/simulated lab is not an adequate means of training delivery. Descriptive information must be provided to substantiate why the Panel should fund PL. Examples include data on significant investments by the employer in new facilities and equipment; and information on how PL will support employee retention, a company's expansion, and/or business attraction resulting in job creation. Panel staff will make available a PL Worksheet outlining the details required. Staff will then analyze the PL justification to determine if the training as described meets Panel regulations.

- Training Delivery Requirements:
  - Training must be delivered at the worksite during company time.
  - Training must be under direct supervision of a qualified instructor, using actual tools, equipment, documents or materials that will be used once training is completed.
  - Training must be directly related to a trainee's job requirements.
  - The trainer must be present and participating during the entire time training is delivered.
  - The trainer's time must be dedicated exclusively to instruction during all hours of training.
  - Trainers must be relieved of any other duties/obligations, including supervisory, while providing instruction.
  - The training sessions must be conducted at a site that is open and accessible to ETP monitors.
  - The maximum trainer to trainee ratio for PL will be 1:10 or less.
- Standard Reimbursement Rates apply

**For further information regarding this program, please contact the ETP Regional Office in your area.**